

APPROVED OCTOBER 29, 2008

The meeting was called to order at 7:03 PM by Chairman Charles Kimball. Present were Andy Kohlhofer, Michael Nygren, Pat Martel, Doug McElroy, School Board Representative Peg Pinkham, Selectmen, Donald Gates, Police Chief Neal Janvrin, Town Administrator Heidi Carlson and Recording Secretary Jeanne Nygren.

The meeting agenda was read aloud by Chairman Kimball. Tonight the Police Department budget, Animal Control budget and warrant article requests (3) are the agenda.

Janvrin wanted to fix a typo on page 2 of 21, \$27,846.00 is the figure that should be on the line 4210-101 Clerical line and this figure does not change the total of \$49,648.26.

4210-POLICE DEPARTMENT

The Police Departments budget as listed in the handout provided to the Budget Committee is proposed for \$447,392.34 for 2009 including Special Details. Janvrin started to go through the breakdown of the line items as follows:

4210-101-Office Operating Expenses \$49,648.26

4210-200 Training \$18,057.12

4210-300 Salaries \$337,296.96

4210-400 Equipment \$10,762.00

4210-500 Fuel \$21,453.00

4210-600 Cruiser Maintenance \$10,175.00

4210-700 Cruiser Purchase

4210-113-Computer Programs \$5,697.00

OFFICE-4210-100-\$49,648.26

101-Clerical \$27,846.00 this includes a 3% COLA raise and step raise on the anniversary of the employee which is 2 1/2%.

Kohlhofer asked what the Selectmen's recommendation was \$394,460.00 Gates said on operating budget 4210.

103-Telephone \$3480.00 Stays the same at \$290.00 per month. Nygren said they were \$600.00 under and asked about this. Posting figures will have to be gone over to see if anything was missed.

105-Postage \$400.00 this is a constant figure.

107-Supplies \$2,000.00 this line stayed the same.

108-Internet-\$1,284.00-this is \$107.00 per month for 12 months.

109-Printing \$650.00 the same as last year

111-Equipment \$8,291.00-this is used to maintain and buy office equipment as needed. Also it pays for monthly lease for the copy machine, miscellaneous repairs, upgrading the server and a possible conversion of the Information Management Corporation system.

113-Computer Programs \$5,697.00-Information Management Corporation software for each computer, virus firewall protection at the cost of \$477.00. Pinkham asked how many licenses under Trend, Janvrin answered 12 licenses, 1 server, 6 slaves and 4 mobiles and 1 extra.

TRAINING-4210-200 \$18,057.12

4210-201-Firearms (salaries) \$3,399.68. Janvrin budgets for 16 hours a man times 12 men-Nygren asked if 16 hours for firearm training was excessive? Janvrin said no he didn't think it was enough and he feels that lack of budget is not an excuse for a liability. Gates asked what is Police Standards and Training. Janvrin said Police Standards requires 4 hours of firearms and 4 hours of standard qualification, and he stated that the State recommends more for liability reasons. Nygren said if the State requirement is 8 that he should be satisfied with those 8 hours. He also feels that the Town needs to get a break from this budget going up every year 12 percent. Janvrin thinks this is a liability issue and if anyone wants to cut this budget then they assume the liability. Kohlhofer asked what the insurance requires. Janvrin cited the court decisions listed in the book. Kimball asked how many times firearms have been used in this Town. Janvrin answered none.

Nygren asked if the officer's that we are training are also trained and hired by other towns. Janvrin said because he doesn't trust that they received the training that he wants and he wants his men trained his way. Pinkham asked if their town provides training. Kohlhofer asked if they are full time in other towns. Janvrin said there are 2 full time and serving here part time. Pinkham thinks that if they are trained in another community are their expectations higher. Janvrin wants uniform training for all of his people and not knowing what Sandown or Danville does for training, he wants them trained. Pinkham said where we are training people and loose them to other communities, could he check with these towns on their training program. Janvrin said sometimes they might carry different weapons.

Kohlhofer stated that the Treasurer stated last week that she couldn't borrow money to cover what the Town needs to cover the financial needs and that the banks are saying that the Town is spending too much money in his opinion. Gates said the only way to cut the budget significantly would be to cut staff. Nygren asked how many fully trained are on his staff. Janvrin said 4 full time officers, 8 part-time officers, and one in the part-time academy now. Nygren asked if the money for this training has been appropriated. Janvrin said he asked the Selectmen for a new hire previously. Pinkham asked Gates to share who the other towns are. Gates said that someone is on call out he has to have a 4 hour minimum. Some officers live a significant distance from Town. Nygren feels that is there someone in the immediate area fully trained and not working the hours when needed. Janvrin said yes he has a part time police officer that is the Animal

Control officer. Nygren asked is she fully trained and not working and that this was discussed last year and a commitment was made if people are going to the academy that there would be a certain obligation. Janvrin said that there is a 2 year contract and they don't require any duty obligation. Gates asked if to be a dog officer does one have to be a police officer. Janvrin said they don't have to be but if they have the ability it takes the pressure off the other officers as far as court work, summons and arrests for Animal Control violations. Gates said in past years the dog officer was a civilian, when they saw a violation a police office would come and issue a summons and that this was the rationale in having her trained and she could do these things herself. Since Janvrin has been Chief there has always been a police officer with powers of an Animal Control officer. McElroy asked if they have to have fire arm training. Gates said she is actually a PT police officer. Pinkham asked if her intent was to be a police officer and how many hours a week does she work Janvrin said she works 10 hours a week and her intent wasn't to become a police officer. Pinkham also asked if other officers qualified to be

Animal Control officer. Janvrin said they don't want to do it. They only will do it if she is not available and they have to do it. Janvrin said this is a Selectmen's responsibility and Gates said it was and that they could delegate this back to Janvrin. Janvrin said this is a lot more entailed to this position than just picking up dogs and she has her own daily work. Nygren said by being a fully trained police officer under the pay guidelines of his office, she is automatically eligible for raises down the line. Janvrin said yes she is. Nygren said if the Town is spending money to do this then should she perform the duties she is hired for. Janvrin said she is doing Animal Control and that is what she was hired for. Nygren felt a part time or 6 week course might have been adequate and not the full academy training expense. Pinkham asked if the person doing those duties did have the training of a police officer. Gates said down side is there is a fully trained individual that money has been invested in and they are not going into a vacancy that could be filled. Instead of this person being in the academy for more training dollars she could have filled the void. Janvrin said even if she wanted to, she can't work an 8 hour shift anyways due to regular job and family commitments.

4210-202-Firearm (supplies) \$2,500.00

4210-203-In-Service (salaries) \$5,099.52-training each officer with 8 hours of in service training each year required by Police Standards and Training.

4210-204-In-Service (supplies) \$500.00

4210-205-First Aid \$849.92 this is not in service training. Next year \$650.00 for each man first responder, \$110.00 for testing that will be needed. To keep oxygen in the cars will be \$1000.00 per man. Gates said in regards to first aid training more often than not the police is the first responder to medical calls in this community.

4210-207-New Man \$4,208.00 this is for 120 hours field training, plus 200 hours part time academy at base pay of \$13.15 per hour. Nygren asked if the ones that work from other towns have to get the 120 hour training. Janvrin said no, they only give minimal training to those individuals.

4210-209-Range \$1,500.00-Selectmen with nothing spent this year, they took this out of the budget. Nygren asked why it was stopped. In the past this \$1,500.00 was materials and labor and it was donated.

4210-211-Physical Fitness \$0.00

SALARIES-4210-300 \$337,296.96

4210-301-Patrol \$235,212.96- same except for step raise and COLA raise which added \$11,500.00 to his budget from last year. Selectmen did not cut any of the salary or benefit lines.

4210-303-Call-Out \$6,433.44 Janvrin said there were probably discrepancies in call out by the way time sheets were filled out by the officers. Selectmen took \$3,433.00 out of this line Gates said historically this line hasn't been spent for the past 3 years. The goal has been to maintain the line and not slide around the money into other line items. Nygren asked whose responsibility is it on the call out and is there a written report on how the hours are allocated. Pinkham asked if time sheets are done electronically or by hand. Janvrin answered by hand. Janvrin checks that they worked the hours, but not where they are charged to. Janvrin said this is an internal training issue.

4210-305-O.H.R.V. Patrol \$0.00.

4210-307-Investigations \$38,650.56-this breaks down to 52 weeks at 24 hours a week for a total of \$16,794.56 and 52 weeks at 16 hours a week for a total of \$11,856.00. Kohlhofer sees comments on increasing workload but there are no statistics to back up this statement. When a statement is made to spend money, Kohlhofer wants to see something concrete to justify the need. Under Prosecution how

much was increased, he wants to see some written statistics especially with money being so tight. Martel asked what the investigation number was last year. Janvrin said it was a total of 40 hours and this is divided by two part time officers.

4210-309-Mileage \$0.00

4210-311-Prosecution \$12,000.00 contract with Rockingham County Attorney's office for \$1,000.00 a month. Kohlhofer said this frees up some time for the officers. Janvrin said court can be a real drain on a budget. They have to report at 8:30 AM and because of delays at the court, the attorney takes care of all motions made and this takes the pressure off the officer.

4210-307-Details \$43,500.00 Janvrin said this is offset by revenue. Nygren asked about the breakdown of the \$45.00 an hour, which is \$31.00 for the officer, \$7.00 for administration and, \$7.00 for the car. Janvrin said it goes to the General Fund. Nygren asked why. Gates thought the Law requires this. Janvrin said \$14.00 goes back into Town General Fund which offsets FICA and retirement insurance, worker's compensation, fuel maintenance and payroll administration. Nygren felt that the \$7.00 for administration should be returned to administration account as well as the \$7.00 for the car to help with costs of repairs. Gates said this money is being returned to the Town by way of the General Fund.

Janvrin said there is a Special Revenue Account that is established for OHRV patrol that any fines generated for Town ordinance violations goes into this Special Revenue Account. At Town Meeting money can be requested to be spent from this account for OHRV equipment.

4211-309-Witness Pay \$1,500.00. Janvrin said there is no way he gets back what he pays for witnesses.

Carlson said \$45,000.00 on special details or witness fees, even if only spending \$30,000.000 the entire amount is showed for taxes as a revenue so that is never raised by taxes. Kohlhofer said Janvrin could go to the Selectmen and overspend that line item. Carlson said he has in the past but told no by the Selectmen.

Nygren asked Janvrin about a full time officers getting paid 10 holidays which this practice started when pay was minimal and it was hard to get people and was probably 15 or 20 years ago. Right now we are paying people 54 weeks of the year for full time. He also said you have 6 part timers that could cover holidays where the expense won't be as great. Janvrin said if he could get them to work he would but their full time schedule might not allow them to work that day. The Fremont Town policy states that full time employees get 10 paid holidays. Janvrin said a full time employee is entitled to another day off if his day off is on his holiday. If he covers a holiday with a full time employee, it then is time and a half. If it is covered by a part time employee it is double time, he has to pay the person working the holiday and the full time employee. McElroy asked who is working the holidays. Janvrin said the full time works their holiday falls on their regular work day they work it but they get a day's pay for each holiday the first pay period in December. Gates this is typical in most Police Departments throughout the State. McElroy thought it would make more sense if the rationale was written out as 52 weeks plus 10 holidays and that it gets confusing when you see 54 weeks. Janvrin said he could change this next year in the rationale.

EQUIPMENT-4210-400. Total of \$10,762.00.

4210-401-Uniforms and Safety \$6,600.00. The Selectmen cut by \$1,000.00 because to date only \$3,600.00 has been spent. Janvrin said they will need to replace two vests that have a five year shelf life @ \$650.00 each. Gates asked what happens with the equipment when officers left. Janvrin said only some is reissued if possible in regards to sizing problem.

4210-403-Communication \$1,912.00 for one pager that Janvrin carries, radio replacement repairs, cell phone stipends and radar certification. Martel asked why the 2008 request was so high \$3351.00 was

budgeted but only spent \$1088.00. Janvrin took the mobile uplink for the cruisers out because of the gas hike and he didn't put this back in this year.

4210-405-Repair and Replace \$500.00 equipment that might get broken or lost.

4210-407-First Aid \$500.00 to maintain full jump kit in each cruiser, oxygen regulators, stiff neck collars, bandages, and airways. They try to swap off with Raymond Ambulance when possible.

4210-409-Investigation \$1,000.00-finger print lifts, powders, casting materials.

4210-411-O.H.R.V. \$250.00 to purchase hand held radar equipment.

FUEL-4210-500 \$21,453.00

The Selectmen took \$1,000.00 from the overall fuel lines. Kohlhofer asked are they driving the cruisers all day. Janvrin said there is a limited of 60 miles a shift doing speed enforcement, vacant house checks and business checks. Gates said there are only two vehicles on the road during a given day. Gates said the SUV is used minimally. Janvrin said the car he is driving has

144,000 miles, the second cars 119,000 miles, first line care 60,000 miles on these respectively. McElroy asked what the SUV has for mileage on it. Janvrin said about 18,000 miles.

Kohlhofer asked if the detective can use the unmarked car. Janvrin said he can't because he is working the same time Janvrin is working and he is using that car. Gates said Janvrin needs a

car because he sometimes is the first responder. Janvrin leaves this car at the station and does not take it home. McElroy asked what the DARE car is used for. Janvrin said they use it to go back and forth to Concord because it is more economical. This is a donated vehicle.

4210-501-Patrol Primary \$13,336.00

4210-503-Patrol Back Up \$3,200.00

4210-505-Utility \$1,900.00

4210-507-Unmarked \$2,072.00

4210-508-Dare Car \$305.00

4210-509-O.H.R.V. \$510.00

4210-511-All other \$130.00

CRUISER MAINTENANCE-4210-600 \$10,175.00

4210-601-Patrol Primary-\$2,500.00

4210-603-Patrol Backup \$1,000.00

4210-605-Utility \$500.00

4210-607-Unmarked \$500.00

4210-609-Dare Car \$250.00

4210-611-OHRV Unit #7 \$600.00

4210-613-OHRV Unit #8 \$600.00

4210-605-ALL OTHER \$200.00

4210-617-LABOR-\$4,025.00

Kohlhofer made a remark that the OHRV are costly to upkeep. Janvrin said they had to borrow two from other towns for the Grass Drags this past weekend.

4210-700 CRUISER EQUIPMENT PURCHASE & RETROFIT

REVENUES- Details \$43,500.00 this is offset by revenue
Court Reimbursement \$1,500.00

TOTAL 2009 BUDGET REQUEST \$447,392.34

TOTAL REVENUES 45,000.00

TOTAL TO BE RAISED BY TAXES \$402,392.34

Kohlhofer asked what the Selectmen cut from this budget. Gates said almost \$8,000.00 to \$394,460.00. Line 209 had \$1,500.00 cut out, line 303 had \$3,433.00 taken out, line 401 had \$1,000.00 out, the total fuel line had \$1,000.00 out, maintenance and all other labor \$1,500.00 was taken out of this.

WARRANT ARTICLES

CRUISER PURCHASE. \$25,069.00 to purchase and equip a new police cruiser and authorize withdrawal of same amount from Capital Reserve Fund created for that purpose.

McElroy asked what type of car they were purchasing. Janvrin said a Crown Victoria is what he usually purchases. McElroy thinks other towns buy six cylinder vehicles that get better gas mileage than the Crown Victoria. He mentioned a recent purchase in Newton and encourages Janvrin to speak to the Chief there.

DETAIL/JUVENILE VEHICLE \$18,196.00 to purchase and equip for Detective Juvenile division and authorize withdrawal of (complete this section) same amount from Capital Reserve Fund for that purpose and the remained to be raised by taxes.

CAPITAL RESERVE- under SB2.

Carlson said probably another \$10,000.00 had been cut from Janvrin's original submission when he first came to the Selectmen, in response to the "belt-tightening". Two modules for IMP Program were taken out as was the hookup to dispatch with computers.

Janvrin said if you take salary increases out, the operating budget is \$6000.00 less than 2008. Pinkham would like to see what the cuts were in a list just incase they may find they need to put these back in.

Gates said every budget has a dream, vision and then a reality. A discussion followed about Warrant Article verbiage and Capitol Reserve funding in general.

ANIMAL CONTROL \$11,968.30

1-4414-101 Kennel \$1,600.00 these supply line money will come back because this wasn't used. This covers any emergency boarding needed; or other kenneling arrangements.

1-4414-103 Office Supplies \$150.00

1-4414-201 Training \$650.00 this includes firearm training and in service training.

1-4414-301 Patrol Wages \$8044.30 cut by \$644.00 by Selectmen. Janvrin budgets 10 hours a week.

1-4414-403 Communications \$124.00

1-4414-405 Equipment \$500.00

1-4414-501 Maintenance \$500.00 driving a 1993 truck. The Animal Control officer wants Janvrin to put in for a vehicle with a warrant article.

1-4414-601 Fuel \$400.00

With no other questions Janvrin was thanked left the meeting at 9:15 PM.

A motion to table the minutes of October 8, 2008 was made by Pinkham, seconded by Kohlhofer, all were in favor unanimously.

Kohlhofer asked for a clarification on the Treasurer's statement on borrowing. Carlson said the tax warrant is \$9 million maybe 10 million. Carlson said the interest rate was 2.3%. Kohlhofer asked should you add this to the figures.

Carlson had outstanding tax lien information from a month ago. This shows what was uncollected for 2007, 2006 and 2005, this years figure total is about \$500,000.00 uncollected.

Pinkham asked for possibly Saturdays the BC wants to meet with the SAU and School staff. The Budget Committee was undecided on these Saturdays and is tossing around the dates of December 6, December 13 and December 20th. The SAU has sent an email regarding a Principal search and Pinkham asked if they got it. Pinkham said it was written last night at the School Board meeting. This search will focus on group community leaders and will be sending out invitations, Budget Committee will be invited. This will be on November 12th at 5:30 PM. Carlson asked if this is for next year and Pinkham said it would be for September 2009 school year.

McElroy asked Pinkham about the discussion at the School Board meeting on bussing 2 or 3 weeks ago, and he hasn't seen them in the minutes yet.

Carlson passed out the information for next weeks agenda which includes Town Clerk budget, Solid Waste Collection, Debt Service, Street Lighting, Advertising and Regional Association.

A motion to adjourn was made by Nygren and seconded by Kohlhofer, all were in favor unanimously. The meeting adjourned at 9:35 PM.

Respectfully submitted,

Jeanne Nygren
Recording Secretary